

# NOTICE OF OFFICE OF MANAGEMENT AND BUDGET ACTION

Diana Hynek 09/18/2003  
Departmental Paperwork Clearance Officer  
Office of the Chief Information Officer  
14th and Constitution Ave. NW.  
Room 6625  
Washington, DC 20230

In accordance with the Paperwork Reduction Act, OMB has taken the following action on your request for the extension of approval of an information collection received on 07/03/2003.

TITLE: NOAA Coastal Ocean Program Grants Proposal  
Application Package

AGENCY FORM NUMBER(S): None

ACTION : APPROVED WITHOUT CHANGE  
OMB NO.: 0648-0384  
EXPIRATION DATE: 09/30/2006

BURDEN:	RESPONSES	HOURS	COSTS(\$,000)
Previous	1,000	1,100	0
New	1,000	1,100	0
Difference	0	0	0
Program Change		0	0
Adjustment		0	0

TERMS OF CLEARANCE: None

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OMB Authorizing Official Title

Donald R. Arbuckle Deputy Administrator, Office of  
Information and Regulatory Affairs

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# PAPERWORK REDUCTION ACT SUBMISSION

**Please read the instructions before completing this form. For additional forms or assistance in completing this form, contact your agency's Paperwork Clearance Officer. Send two copies of this form, the collection instrument to be reviewed, the supporting statement, and any additional documentation to: Office of Information and Regulatory Affairs, Office of Management and Budget, Docket Library, Room 10102, 725 17th Street NW, Washington, DC 20503.**

1. Agency/Subagency originating request	2. OMB control number <span style="float: right;">b. <input type="checkbox"/> None</span> a. _____ - _____
3. Type of information collection ( <i>check one</i> ) a. <input type="checkbox"/> New Collection b. <input type="checkbox"/> Revision of a currently approved collection c. <input type="checkbox"/> Extension of a currently approved collection d. <input type="checkbox"/> Reinstatement, without change, of a previously approved collection for which approval has expired e. <input type="checkbox"/> Reinstatement, with change, of a previously approved collection for which approval has expired f. <input type="checkbox"/> Existing collection in use without an OMB control number For b-f, note Item A2 of Supporting Statement instructions	4. Type of review requested ( <i>check one</i> ) a. <input type="checkbox"/> Regular submission b. <input type="checkbox"/> Emergency - Approval requested by _____ / _____ / _____ c. <input type="checkbox"/> Delegated  5. Small entities Will this information collection have a significant economic impact on a substantial number of small entities? <input type="checkbox"/> Yes <input type="checkbox"/> No  6. Requested expiration date a. <input type="checkbox"/> Three years from approval date b. <input type="checkbox"/> Other Specify: _____ / _____
7. Title	
8. Agency form number(s) ( <i>if applicable</i> )	
9. Keywords	
10. Abstract	
11. Affected public ( <i>Mark primary with "P" and all others that apply with "x"</i> ) a. <input type="checkbox"/> Individuals or households d. <input type="checkbox"/> Farms b. <input type="checkbox"/> Business or other for-profit e. <input type="checkbox"/> Federal Government c. <input type="checkbox"/> Not-for-profit institutions f. <input type="checkbox"/> State, Local or Tribal Government	12. Obligation to respond ( <i>check one</i> ) a. <input type="checkbox"/> Voluntary b. <input type="checkbox"/> Required to obtain or retain benefits c. <input type="checkbox"/> Mandatory
13. Annual recordkeeping and reporting burden a. Number of respondents _____ b. Total annual responses _____ 1. Percentage of these responses collected electronically _____ % c. Total annual hours requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____	14. Annual reporting and recordkeeping cost burden ( <i>in thousands of dollars</i> ) a. Total annualized capital/startup costs _____ b. Total annual costs (O&M) _____ c. Total annualized cost requested _____ d. Current OMB inventory _____ e. Difference _____ f. Explanation of difference 1. Program change _____ 2. Adjustment _____
15. Purpose of information collection ( <i>Mark primary with "P" and all others that apply with "X"</i> ) a. <input type="checkbox"/> Application for benefits e. <input type="checkbox"/> Program planning or management b. <input type="checkbox"/> Program evaluation f. <input type="checkbox"/> Research c. <input type="checkbox"/> General purpose statistics g. <input type="checkbox"/> Regulatory or compliance d. <input type="checkbox"/> Audit	16. Frequency of recordkeeping or reporting ( <i>check all that apply</i> ) a. <input type="checkbox"/> Recordkeeping b. <input type="checkbox"/> Third party disclosure c. <input type="checkbox"/> Reporting 1. <input type="checkbox"/> On occasion 2. <input type="checkbox"/> Weekly 3. <input type="checkbox"/> Monthly 4. <input type="checkbox"/> Quarterly 5. <input type="checkbox"/> Semi-annually 6. <input type="checkbox"/> Annually 7. <input type="checkbox"/> Biennially 8. <input type="checkbox"/> Other (describe) _____
17. Statistical methods Does this information collection employ statistical methods <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Agency Contact (person who can best answer questions regarding the content of this submission)  Name: _____ Phone: _____

## 19. Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9

**NOTE:** The text of 5 CFR 1320.9, and the related provisions of 5 CFR 1320.8(b)(3), appear at the end of the instructions. *The certification is to be made with reference to those regulatory provisions as set forth in the instructions.*

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

- (a) It is necessary for the proper performance of agency functions;
- (b) It avoids unnecessary duplication;
- (c) It reduces burden on small entities;
- (d) It used plain, coherent, and unambiguous terminology that is understandable to respondents;
- (e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;
- (f) It indicates the retention period for recordkeeping requirements;
- (g) It informs respondents of the information called for under 5 CFR 1320.8(b)(3):
  - (i) Why the information is being collected;
  - (ii) Use of information;
  - (iii) Burden estimate;
  - (iv) Nature of response (voluntary, required for a benefit, mandatory);
  - (v) Nature and extent of confidentiality; and
  - (vi) Need to display currently valid OMB control number;
- (h) It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected (see note in Item 19 of instructions);
- (i) It uses effective and efficient statistical survey methodology; and
- (j) It makes appropriate use of information technology.

If you are unable to certify compliance with any of the provisions, identify the item below and explain the reason in Item 18 of the Supporting Statement.

Signature of Senior Official or designee

Date

Agency Certification (signature of Assistant Administrator, Deputy Assistant Administrator, Line Office Chief Information Officer, head of MB staff for L.O.s, or of the Director of a Program or StaffOffice)	
Signature	Date
Signature of NOAA Clearance Officer	
Signature	Date

**SUPPORTING STATEMENT  
NOAA COASTAL OCEAN PROGRAM GRANTS PROPOSAL  
APPLICATION PACKAGE  
OMB CONTROL NO. 0648-0384**

On 07/29/2002 this collection was only renewed through 10/31/2003, with the "Terms of Clearance" stating that by that date the agency needed to provide an electronic option for filing as required by the Government Paperwork Elimination Act. As explained in "3" below, this deadline will not be met. This grant program is participating in Government-wide and NOAA-wide electronic grants efforts, neither of which will be completed by October 2003. At this time it appears that an electronic submission option will be available in late 2004. The Coastal Ocean Program is not in a position to speed up this effort on its own.

**A. JUSTIFICATION**

**1. Explain the circumstances that make the collection of information necessary.**

Beginning in late FY1998 the National Ocean Service (NOS), NOAA's Coastal Ocean Program (COP) was able to provide direct financial assistance in the form of discretionary research Grants and Cooperative Agreements under its own program for the management of coastal ecosystems. COP financial assistance had been previously provided to non-profit organizations and educational institutions through joint participation in a Sea Grant omnibus vehicle.

The COP is part of a unique federal-academic partnership designed to provide predictive capability for managing coastal ecosystems. COP supports research on critical issues associated with the Nation's estuaries, coastal waters and the Great Lakes; and translates its findings into accessible information for coastal managers, planners, lawmakers and the public. COP's projects are multi-disciplinary, large in scale and long in duration (usually three to five years). Grant monies are available for related activities. Multi-year funding typically will be funded incrementally on an annual basis.

All NOAA COP grant recipients subsequently recommended for award are required to submit the Standard Forms used by NOAA for Federal grants as follows: the SF-424 (Face sheet), the SF-424A, Budget Information for Non-Construction Programs; the SF-424B, Assurances for Non-Construction Programs; the CD-511 and 512 Certifications (remains with recipient) and the SF-LLL (if applicable). Due to the fact that many COP projects are in partnership with inter-agency competitive research programs, OMB approval is requested for the following information collection.

At the time of application only, COP grant applicants will be asked to include a COP Summary Proposal Budget Form and a COP Project Summary (Abstract) Form in addition to the SF 424 for Federal grants. The copies of the proposed forms are attached with this request. The main purpose of this information collection is to enable COP to properly evaluate proposals in a

collaborative environment with its partner agencies. It also will provide COP with the detailed information required to evaluate and monitor grantee performance and to renew research grants. The COP Summary Proposal Budget Form and the COP Project Summary Form are to be submitted as part of grant applications.

Successful grant recipients will be required to file COP Annual Progress Reports and a COP Project Final Report; and the proposed formats for this information are attached to this request. The COP Annual Progress Report and the COP Project Final Report will provide a consistent, detailed format to grantees.

As part of this collection information request, applicants may be required to submit up to 20 copies of proposals at time of submission. For the number of proposal copies required, the information is submitted as part of the application process; and no form is used.

### **Budget form:**

One of COP's on-going partner agencies is the National Science Foundation (NSF). The budget form is modeled upon the NSF budget form and is also compatible with forms in use by other agencies that participate in joint projects with COP and NSF. Use of the NSF-style budget form provides the level of detail required by the COP program staff to evaluate the effort to be invested by investigators and staff on a specific project. Most university grant offices are accustomed to preparing budgets in this format.

The personnel categories are broken down, so it is easy to see how much of the salaries go to senior researchers, post-docs, and students. The "other direct costs" are similarly broken down and are easily decipherable. As stated above, COP programs are joint efforts, and usually include NSF; and by use of this modified budget form, all information collected will be in the same format. Submitted with the original proposal, this proposed form will be used for overall proposal evaluation and will be maintained in the program information file.

The SF-424A Budget Information (Non-Construction) will only be requested as part of the award recommendation package that will be forwarded to NOAA Grants Management Division (GMD) for approval by the Grants Officer and processing of award. The SF-424A will reflect the funded budget period. COP is now designated for multi-year grants; and its projects are typically long in duration (usually three to five years). With this new process, the overall grant period and funding are approved up front; but the funds typically will be funded incrementally in annual budget periods. The SF-424A, Section D forecasts the budget needs per quarter and Section E provides budget estimates of federal funds needed for balance of the project. These are both important indicators to NOAA GMD and are not included on the NSF-style budget form.

### **Project Summary (Abstract) Form:**

The Project Summary (Abstract) Form, provided at time of application, includes a statement of objectives, methods to be employed, and the significance of the proposed activity to the

advancement of knowledge or education. This information collection shall not be more than one page in length and must be written in the third person. The summary is used to help compare proposals quickly and allows the respondents to summarize these key points in their own words.

### **Reporting Requirements:**

Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format/form. In accordance with current OMB guidance, recipients are responsible for managing and monitoring each project, program, subaward, function or activity supported by an award. The Federal awarding agency prescribes the frequency with which the performance reports shall be submitted, which typically shall not be required more frequently than quarterly or less frequently than annually. A final report will be required upon expiration or termination of grant support.

### **Format - Annual Performance Report:**

The format chosen provides the minimum information required by this program to evaluate the project's progress with respect to its goals and objectives, schedule for accomplishments, and application to resource management. It has been determined that with respect to research, semi-annual reports are an unnecessary reporting burden, especially for large multi-investigator projects typical of the COP. The request for annual performance reports has been accepted and approved by the NOAA Grants Management Division for COP-sponsored grants or cooperative agreements.

### **Format - Final Report:**

The use of the Project Final Report format provides the level of detail required to evaluate the effort invested by investigators and staff on project management; any actual accomplishments and research findings; and what goals and objectives were attained. The proposed final report format is compatible with the format in use by other agencies that participate in joint projects with COP, e.g. NSF.

### **Number of Proposal Copies:**

The requirement for up to 20 copies of the original proposal provides for a timely review process because of the large number of technical reviewers. Further reasons for the proposed number of copies are because (1) many proposals now include original color inserts and each proposer should be allowed to provide color text for the review process (COP does not have color-copying capabilities); and (2) the lengthy time (two to three weeks) and the added expense required for in-house photocopying (NOAA Services) jeopardize the timely review process (only two and one-half months) from receipt of proposals to conclusion of the Panel review.

**2. Explain how, by whom, how frequently, and for what purpose the information will be used. If the information collected will be disseminated to the public or used to support information that will be disseminated to the public, then explain how the collection complies with all applicable Information Quality Guidelines.**

Neither proposals or reports are disseminated, and therefore, the Information Quality Guidelines do not apply.

**Budget Form:**

The budget form is a integral part of the grants administration process and is submitted at time of proposal application. The budget form is modeled upon the NSF budget form and is also compatible with forms in use by other agencies that participate in joint projects with COP and NSF. Use of the NSF-style budget form provides the level of detail required by the COP program staff to evaluate the effort to be invested by investigators and staff on a specific project. Most university grant offices are accustomed to preparing budgets in this format.

**Project Summary (Abstract) Form:**

The summary is used to help compare proposals quickly by the reviewing officials in the competitive process. It is submitted at time of application.

**Annual Report Format:**

For the proposed progress report format, the first section is taken from the COP-implementation plan and has some advantages in that previously-funded investigators will be familiar with the format. Use of this format will provide COP with the necessary information required to evaluate performance for the purpose of renewal of research grants. Since COP's grants are typically three to five years in duration, one annual report will be requested at end of each year funded. An original copy of the annual progress report is maintained in the COP Program Information File and a copy is included as part of the requirements for a continuation application package submitted to the NOAA Grants Officer.

**Final Report Format:**

The use of the Project Final Report format provides the level of detail required to evaluate the effort invested by investigators and staff on project management; any actual accomplishments and research findings; and what goals and objectives were attained. The proposed final report format is compatible with the format in use by other agencies that participate in joint projects with COP, e.g. NSF, and is required NOAA GMD documentation for a closeout of a grant award.



### **Number of Proposal Copies:**

One of COP's joint projects, ECOHAB, is an inter-agency competitive research program which provides support for research on the ecology and oceanography of harmful algal blooms in U.S. coastal waters. NOAA, NSF, EPA, NASA, ONR, and USDA are partnering the program to ensure collection of biological, physical, meteorological, ecological, and toxicological data for eventual prediction of bloom development and impacts along the U.S. coast. As a competitive program utilizing peer, panel, and agency review for final selection of proposals for awards, it is imperative to provide copies of each proposal to outside reviewers (up to ten per proposal), one copy to each agency (six), and one copy to each Panel member (up to three) per Federal Register funding announcement. Thus, twenty copies of each proposal are required for the review process.

As stated beforehand, due to the fact that many proposals contain original color inserts and the lack of color-copying capabilities by COP, the increased number of original proposal copies provides the opportunity for a more consistent review of all proposals by all reviewers during the competitive process.

### **3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological techniques or other forms of information technology.**

There is Web availability of the grant application kit on COP's home page at: <http://www.cop.noaa.gov/cop-home.html>. The Web site offers the public the ability to print all COP-required forms with any accompanying instructions off the Internet.

The option of electronic submission is being explored. NOAA COP will participate in the Government-wide E-Grants electronic application process once it has been completed. NOAA COP is also participating in the NOAA-wide Grants Online effort, which will allow COP staff the ability to accept electronic proposals, conduct the peer-review process electronically, and process awards for recipients. However, both of these electronic options are not yet available. It is anticipated that the E-grants electronic option to receive proposals will be made available throughout NOAA in late 2004.

### **4. Describe efforts to identify duplication.**

No duplication has been identified. The new format avoids unnecessary duplication.

### **5. If the collection of information involves small businesses or other small entities, describe the methods used to minimize burden.**

The program does not significantly impact small business entities.

**6. Describe the consequences to the Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

The application forms are only submitted at the time of application and needed for efficient review of the proposals. Annual and final reports are minimum requirements for Federal grants.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.**

The only inconsistency is the requirement for up to 20 copies of proposals. If this was not allowed, then COP projects a two to three week delay in sending out copies to each reviewer included in the mail review process and the additional expense of providing for additional copies of original color inserts and outsized pages outside of COP.

**8. Provide a copy of the PRA Federal Register notice that solicited public comments on the information collection prior to this submission. Summarize the public comments received in response to that notice and describe the actions taken by the agency in response to those comments. Describe the efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.**

A Federal Register Notice (copy attached) solicited public comments on this submission. None were received.

**9. Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.**

No payments or gifts are provided (other than grant monies).

**10. Describe any assurance of confidentiality provided to respondents and the basis for assurance in statute, regulation, or agency policy.**

Confidentiality is not provided – the information will be available to the public. Grant files are subject to the Freedom of Information Act (FOIA). However, unpublished research results shall not be published without prior permission from the recipient.

**11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private.**

There are no sensitive questions.

**12. Provide an estimate in hours of the burden of the collection of information.**

<b>Requirement</b>	<b># of Annual Respondents</b>	<b># of Responses per Respondent</b>	<b>Total Responses</b>	<b>Average Time per Response (Minutes)</b>	<b>Total Annual Response Time (Hours)</b>
Budget	300	1	300	30	150
Summary	300	1	300	30	150
Annual Report	50	1	50	300	250
Final Report	50	1	50	600	500
Copies	300	1	300	10	50
<b>TOTALS</b>	<b>300*</b>		<b>1000</b>		<b>1100</b>

\*Excludes duplicate submissions by same persons.

**13. Provide an estimate of the total annual cost burden to the respondents or record-keepers resulting from the collection (excluding the value of the burden hours in #12 above).**

None. No capital expenditures required.

In the research grant environment, universities have a staff dedicated to the submission of proposals, including clerical support. Both time and dollar costs are charged to grantors under the general and administrative overhead line item on the proposal budget. This includes hours spent for preparation of the other reports and mailing costs to the Government. The information requested for the budget form is gathered annually by the universities for other grant proposals and not just for COP-sponsored grants; and is readily available to staff members who prepare proposals.

**14. Provide estimates of annualized cost to the Federal government.**

The total annualized cost burden to the Government for conducting the collections and handling the information submitted is estimated at \$285,000.00. This does not include costs for secondary uses of the information. This estimate is based on staff time per response of fifteen minutes each for the budget form, annual report, final report and five minutes each for the summary. A full proposal takes about 250 man-hours to review. A salary cost of \$38/hr was used. The annualized total cost is estimated as follows:

$$250 \text{ man-hours} \times 300 \text{ Annual Respondents} \times \$38.00 \text{ H/R} = \$285,000$$

**15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB 83-I.**

No changes are requested.

**16. For collections whose results will be published, outline the plans for tabulation and publication.**

Not applicable.

**17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.**

Not applicable.

**18. Explain each exception to the certification statement identified in Item 19 of the OMB 83-I.**

There are no exceptions.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This collection does not employ statistical methods.

**COP SUMMARY PROPOSAL BUDGET**

ORGANIZATION		FOR COP USE ONLY			
		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.		Proposed	Awarded
A. SENIOR PERSONNEL: PI/PD, Co-PIs, and Other Senior Associates (List each separately with title, A-7. Show number in brackets)		COP-Funded Person-mos.		Funds Requested By Proposer	Funds Awarded by COP (If Different)
1.				\$	\$
2.					
3.					
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. ( ) TOTAL SENIOR PERSONNEL (1-6)					
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( ) POSTDOCTORAL ASSOCIATES					
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A + B)					
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					
D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL PERMANENT EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					
2. FOREIGN					
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$ _____					
2. TRAVEL _____					
3. SUBSISTENCE _____					
4. OTHER _____					
( ) TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER (ADPE) SERVICES					
5. SUBCONTRACTS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					
H. TOTAL DIRECT COSTS (A THROUGH G)					
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)					
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				\$	\$
M. COST SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT: \$			
PI/PD TYPED NAME AND SIGNATURE*		DATE	FOR COP USE ONLY		
			INDIRECT COST RATE VERIFICATION		
INST. REP. TYPED NAME & SIGNATURE*		DATE	Date Checked	Date of Rate Sheet	Initials-ORG

# INSTRUCTIONS FOR USE OF SUMMARY PROPOSAL BUDGET

## 1. General

- a. Each grant proposal, including requests for supplemental funding, must contain a Budget in this format unless a pertinent program announcement/solicitation specifically provides otherwise. A Budget need not be submitted for incremental funding unless the original grant letter did not indicate specific incremental funding or if adjustments to the planned increment exceeding the greater of 10% or \$10,000 are being requested.
- b. Copies of this Form and instructions may be reproduced locally.
- c. A separate form should be completed for each year of support requested.
- d. Completion of this summary does not eliminate the need to document and justify the amounts requested in each category. Such documentation should be provided on additional page(s) immediately following the budget in the proposal and should be identified by line item. The documentation page(s) should be titled "Budget Justification."
- e. If a revised budget is required by COP, it must be signed and dated by the Authorized Organizational Representative and Principal Investigator and submitted in at least the original and two copies.

## 2. Budget Line Items

The following is a brief outline of budget documentation requirements by line item. (NOTE: All documentation or justification required on the line items below should be provided on the Budget Justification page(s).)

**A., B., and C. Salaries, Wages and Fringe Benefits.** List individually, all senior personnel who were grouped under Part A, the requested person-months to be funded, and rates of pay.

**D. Equipment.** Items exceeding \$1,000 and 1 year's useful life are defined as permanent equipment (unless lower thresholds are established by the organization). List item and dollar amount for each item. Justify.

**E. Travel.** Address the type and extent of travel and its relation to the project. Itemize by destination and cost and justify travel outside the United States and its possessions, Puerto Rico, Canada and Mexico. Include dates of foreign visits or meetings. Air fares are limited to round trip, jet-economy rates.

**F. Participant Support.** Normally, participant support costs only may be requested for grants supporting conferences, workshops, symposia. Show number of participants in brackets. Consult Grants Management Division (GMD) or specific program announcement/solicitation for additional information.

### G. Other Direct Costs.

1. Materials and Supplies. Indicate types required and estimate costs.
2. Publication, Documentation and Dissemination. Estimate costs of documenting, preparing, publishing, disseminating, and sharing research findings.
3. Consultant Services. Indicate name, daily compensation (limited to individual's normal rate or daily rate paid for Level IV of the Executive Schedule, whichever is less), and estimated days of service, and justify.
4. Computer Services. Include justification based on estimated computer service rates at the proposing institution. Purchase of equipment should be included under D.
5. Subcontracts. Also include a complete signed budget COP Budget Form for each subcontracts and justify details.
6. Other. Itemize and justify. Include computer equipment leasing and tuition remission.

**I. Indirect Costs** (Also known as Facilities and Administrative Costs for colleges and universities). Specify current rate(s) and base(s). Use current rate(s) negotiated with the cognizant Federal negotiating agency. See GMD for special policy regarding grants to individuals, travel grants, equipment grants, doctoral dissertation grants and grants involving participant support costs.

**K. Residual Funds.** This line is used only for budgets for incremental funding requests on continuing grants. Grantees should provide a rationale for residual funds in excess of 20% as part of the project report.

**L. Amount of Request.** Line L will be the same as Line J unless the Foundation disapproves the carryover of funds. If disapproved, Line L will equal J minus K.

**M. Cost Sharing.** Include any specific cost sharing amounts in excess of the minimum one percent required under unsolicited research proposals. Include the estimated value of any in-kind contributions. Discuss the source, nature, amount and availability of any proposed cost sharing on the Budget Justification page. If a proposal budget includes a specific cost sharing level, the identified cost sharing level is expected to be included as a requirement in the award.

**PROPOSERS MUST NOT ALTER OR REARRANGE THE COST CATEGORIES AS THEY APPEAR ON THIS FORM, WHICH HAS BEEN DESIGNED FOR COMPATIBILITY WITH DATA CAPTURE BY COP'S MANAGEMENT INFORMATION SYSTEM. IMPROPER COMPLETION OF THIS FORM MAY RESULT IN RETURN OF PROPOSAL.**

## NOTICE

At time of application, NOAA's Center for Sponsored Coastal Ocean Research/Coastal Ocean Program (CSCOR/COP) grant recipients are required to submit a COP Summary Proposal Budget Form in lieu of the Standard Form 424-A, Budget Information for Non-Construction Programs in addition to the other standard application requirements for Federal grants.

The COP program is part of a unique federal-academic partnership; and this form is compatible with those in use by other agencies who participate in joint projects with COP. The main purpose of this information collection is to enable COP to properly evaluate proposals in a collaborative environment with its partner agencies. Further, use of this budget form will provide the level of detail required by the COP program managers to evaluate the effort to be invested by investigators and staff on a specific project.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

## **PROJECT SUMMARY**

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The Project Summary (abstract) should include a statement of objectives, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or education. Avoid use of first person to complete this summary.

**DO NOT EXCEED ONE PAGE.**



## NOTICE

The Project Summary (Abstract) Form, provided at time of application, shall include a statement of objectives, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or education. This information collection shall not be more than one page in length and shall be written in the third person. The summary is used to help compare proposals quickly and allows the respondents to summarize these key points in their own words.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

## **COP Format for Annual Progress Report**

A. Grant Number:

B. Amount of Grant:

C. Project Title:

D. Grantee:

E. Award Period: From \_\_\_\_\_ To \_\_\_\_\_

F. Period Covered by this Report: From \_\_\_\_\_ To \_\_\_\_\_

G. Summary of Progress and Expenditures to Date:

1. Work Accomplishments: (as related to project objectives and schedule for completion)

a. Provide a brief summary of progress, including results obtained to date, and their relationship to the general goals of the grant; and

b. Provide a brief summary of work to be performed during the next year of support, if changed from the original proposal; and indication of any current problems or favorable or unusual developments; and any other significant information pertinent to the type of project support by COP, or as specified by the terms and conditions of the grant.

2. Applications:

a. Publications, presentations, workshops;

b. Applications to management or research;

c. Data and/or information products;

d. Partnerships established with other federal, state, or local agencies, or other research institutions (other than those already described in the original proposal).

3. Expenditures:

a. Describe expenditures scheduled for this period..

b. Describe actual expenditures this period.

c. Explain special problems, differences between scheduled and actual expenditures, etc.

Prepared By: \_\_\_\_\_  
Signature of Principal Investigator Date

## NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Annual Progress Report in the specified format. The first section of the proposed format is taken from the COP implementation plan and has some advantages in that previously-funded investigators will be familiar with the format. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. This annual report format will enable COP program staff to monitor each project supported by an award.

Public reporting burden for this collection of information is estimated to average 300 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

## **COP Format for Project Final Report**

**I.** Report Title, Author, Organization, Grant Number, Date

**II.** Abstract

A brief (one paragraph) description of the Final Report

**III.** Executive Summary

A brief and succinct summary of Final Report.

**IV.** Purpose

A. Detailed description of any problems or impediments of research project that were addressed

B. Objectives of the project.

**V.** Approach

A. Detailed description of the work that was performed.

B. Project management: List individuals and/or organizations actually performing the work and how it was done.

**VI.** Findings

A. Actual accomplishments and findings.

B. If significant problems developed which resulted in less than satisfactory or negative results, they should be discussed.

C. Description of need, if any, for additional work.

**VII.** Evaluation

A. Describe the extent to which the project goals and objectives were attained. This description should address the following:

1. Were the goals and objectives attained? How? If not, why?

2. Were modifications made to the goals and objectives? If so, explain.

B. Dissemination of Project results:

Explain, in detail, how the projects results have been, and will be, disseminated.

**VIII.** Signature of Principal Investigator

A. Principal Investigator must sign and date Project Final Report

**COP Project Final Report**

## NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Project Final Report in the specified format upon expiration or termination of grant support. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. The use of the Project Final Report format will provide the level of detail required to evaluate the effort invested by investigators and staff on project management; any actual accomplishments and research findings; and what goals and objectives were attained. The proposed final report format is compatible with the format in use by other agencies that participate in joint projects with COP, e.g. the National Science Foundation.

Public reporting burden for this collection of information is estimated to average 600 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.



-CITE-

33 USC Sec. 1442

01/02/01

-EXPCITE-

TITLE 33 - NAVIGATION AND NAVIGABLE WATERS

CHAPTER 27 - OCEAN DUMPING

SUBCHAPTER II - RESEARCH

-HEAD-

Sec. 1442. Research program respecting possible long-range effects  
of pollution, overfishing, and man-induced changes of ocean  
ecosystems

-STATUTE-

(a) Secretary of Commerce

(1) The Secretary of Commerce, in close consultation with other appropriate Federal departments, agencies, and instrumentalities shall, within six months of October 23, 1972, initiate a comprehensive and continuing program of research with respect to the possible long-range effects of pollution, overfishing, and man-induced changes of ocean ecosystems. These responsibilities shall include the scientific assessment of damages to the natural resources from spills of petroleum or petroleum products. In

carrying out such research, the Secretary of Commerce shall take into account such factors as existing and proposed international policies affecting oceanic problems, economic considerations involved in both the protection and the use of the oceans, possible alternatives to existing programs, and ways in which the health of the oceans may best be preserved for the benefit of succeeding generations of mankind.

(2) The Secretary of Commerce shall ensure that the program under this section complements, when appropriate, the activities undertaken by other Federal agencies pursuant to subchapter I of this chapter and section 1443 of this title. That program shall include but not be limited to -

(A) the development and assessment of scientific techniques to define and quantify the degradation of the marine environment;

(B) the assessment of the capacity of the marine environment to receive materials without degradation;

(C) continuing monitoring programs to assess the health of the marine environment, including but not limited to the monitoring of bottom oxygen concentrations, contaminant levels in biota, sediments, and the water column, diseases in fish and shellfish, and changes in types and abundance of indicator species;

(D) the development of methodologies, techniques, and equipment for disposal of waste materials to minimize degradation of the marine environment.

(3) The Secretary of Commerce shall ensure that the comprehensive and continuing research program conducted under this subsection is consistent with the comprehensive plan for ocean pollution research and development and monitoring prepared under section 1703

(FOOTNOTE 1) of this title.

(FOOTNOTE 1) See References in Text note below.

(b) Action with other nations

In carrying out his responsibilities under this section, the Secretary of Commerce, under the foreign policy guidance of the President and pursuant to international agreements and treaties made by the President with the advice and consent of the Senate, may act alone or in conjunction with any other nation or group of nations, and shall make known the results of his activities by such channels of communication as may appear appropriate.

(c) Cooperation of other departments, agencies, and independent instrumentalities

Each department, agency, and independent instrumentality of the Federal Government is authorized and directed to cooperate with the Secretary of Commerce in carrying out the purposes of this section and, to the extent permitted by law, to furnish such information as may be requested.

(d) Utilization of personnel, services, and facilities;  
inter-agency agreements

The Secretary of Commerce, in carrying out his responsibilities under this section, shall, to the extent feasible utilize the



personnel, services, and facilities of other Federal departments, agencies, and instrumentalities (including those of the Coast Guard for monitoring purposes), and is authorized to enter into appropriate inter-agency agreements to accomplish this action.

-SOURCE-

(Pub. L. 92-532, title II, Sec. 202, Oct. 23, 1972, 86 Stat. 1060; Pub. L. 94-62, Sec. 2, July 25, 1975, 89 Stat. 303; Pub. L. 96-381, Sec. 3, Oct. 6, 1980, 94 Stat. 1524; Pub. L. 96-470, title II, Sec. 201(f), Oct. 19, 1980, 94 Stat. 2242; Pub. L. 99-272, title VI, Sec. 6062, Apr. 7, 1986, 100 Stat. 131; Pub. L. 100-627, title I, Sec. 101, Nov. 7, 1988, 102 Stat. 3213.)

-REFTEXT-

REFERENCES IN TEXT

Section 1703 of this title, referred to in subsec. (a)(3), was repealed by Pub. L. 102-567, title II, Sec. 204, Oct. 29, 1992, 106 Stat. 4282.

-MISC2-

AMENDMENTS

1988 - Subsec. (a)(3). Pub. L. 100-627 added par. (3).

1986 - Subsec. (a). Pub. L. 99-272, Sec. 6062(1)-(3), designated existing provisions as par. (1), substituted "'in close consultation'" for "'in consultation'", and added par. (2).

Subsec. (c). Pub. L. 99-272, Sec. 6062(4), redesignated subsec. (d) as (c), and struck out former subsec. (c) which required the Secretary of Commerce to make an annual report to Congress, in March of each year, on the results of activities undertaken by him pursuant to this section during the previous fiscal year, and to include in that report the report to Congress required by section 665 of title 16 on activities of the Department of Commerce under that section.

Subsecs. (d), (e). Pub. L. 99-272, Sec. 6062(4), redesignated subsec. (e) as (d). Former subsec. (d) redesignated (c).

1980 - Subsec. (a). Pub. L. 96-381 inserted provision including within the responsibilities of the Secretary the scientific assessment of damages to natural resources from spills of petroleum or petroleum products.

Subsec. (c). Pub. L. 96-470 inserted provision requiring the Secretary to include in his annual report the report on activities of the Department of Commerce under section 665 of title 16.

1975 - Subsec. (c). Pub. L. 94-62 substituted ''March'' for ''January''.

-SECREP-

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 1444 of this title.



-CITE-

16 USC Sec. 1456c

01/02/01

-EXPCITE-

TITLE 16 - CONSERVATION

CHAPTER 33 - COASTAL ZONE MANAGEMENT

-HEAD-

Sec. 1456c. Technical assistance

-STATUTE-

(a) The Secretary shall conduct a program of technical assistance and management-oriented research necessary to support the development and implementation of State coastal management program amendments under section 1456b of this title, and appropriate to the furtherance of international cooperative efforts and technical assistance in coastal zone management. Each department, agency, and instrumentality of the executive branch of the Federal Government may assist the Secretary, on a reimbursable basis or otherwise, in carrying out the purposes of this section, including the furnishing of information to the extent permitted by law, the transfer of personnel with their consent and without prejudice to their position and rating, and the performance of any research,

study, and technical assistance which does not interfere with the performance of the primary duties of such department, agency, or instrumentality. The Secretary may enter into contracts or other arrangements with any qualified person for the purposes of carrying out this subsection.

(b)(1) The Secretary shall provide for the coordination of technical assistance, studies, and research activities under this section with any other such activities that are conducted by or subject to the authority of the Secretary.

(2) The Secretary shall make the results of research and studies conducted pursuant to this section available to coastal states in the form of technical assistance publications, workshops, or other means appropriate.

(3) The Secretary shall consult with coastal states on a regular basis regarding the development and implementation of the program established by this section.

-SOURCE-

(Pub. L. 89-454, title III, Sec. 310, as added Pub. L. 101-508, title VI, Sec. 6211, Nov. 5, 1990, 104 Stat. 1388-311.)

-MISC1-

PRIOR PROVISIONS

A prior section 1456c, Pub. L. 89-454, title III, Sec. 310, as added Pub. L. 94-370, Sec. 9, July 26, 1976, 90 Stat. 1029, related

to research and technical assistance for coastal zone management,  
prior to repeal by Pub. L. 99-272, title VI, Sec. 6045(1), Apr. 7,  
1986, 100 Stat. 127.

-SECREP-

SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 1460 of this title.



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## Background

On February 28, 2003, Schulz, a producer and exporter of the subject merchandise in Malaysia, requested the Department to conduct an administrative review of its sales for the period February 1, 2002 through January 31, 2003. Schultz was the only interested party to request a review for this time period. On March 25, 2003, the Department published a notice of initiation of the antidumping administrative review on SSBWPF from Malaysia, in accordance with 19 CFR 351.221(c)(1)(i). *See Initiation of Antidumping and Countervailing Duty Administrative Reviews and Requests for Revocations in Part*, 68 FR 14394 (March 25, 2003). On March 31, 2003, Schulz withdrew its request for review.

## Rescission of Review

Pursuant to the Department's regulations, the Department will rescind an administrative review "if a party that requested the review withdraws the request within 90 days of the date of publication of notice of initiation of the requested review." *See* 19 CFR 351.213(d)(1). Schultz, the only interested party to request an administrative review for this time period, withdrew its request for this review within the 90-day time limit; accordingly, we are rescinding the administrative review for the period February 1, 2002 through January 31, 2003, and will issue appropriate assessment instructions to the U.S. Customs Service.

This notice serves as a reminder to parties subject to administrative protective order ("APO") of their responsibility concerning the disposition of proprietary information disclosed under APO in accordance with 19 CFR 351.305(a)(3). Timely written notification of the return or destruction of APO materials or conversion to judicial protective order is hereby requested. Failure to comply with the regulations and terms of an APO is a sanctionable violation. This determination is issued in accordance with 19 CFR 351.213(d)(4) and section 777(i)(1) of the Tariff Act of 1930, as amended.

Dated: April 14, 2003.

**Joseph A. Spetrini,**

*Acting Assistant Secretary for Import Administration.*

[FR Doc. 03-9740 Filed 4-18-03; 8:45 am]

BILLING CODE 3510-DS-S

## DEPARTMENT OF COMMERCE

### National Oceanic and Atmospheric Administration

[I.D. 041503B]

### Proposed Information Collection; Comment Request; NOAA Coastal Ocean Program Grants Proposal Application Package

**AGENCY:** National Oceanic and Atmospheric Administration (NOAA).

**ACTION:** Notice.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)).

**DATES:** Written comments must be submitted on or before June 20, 2003.

**ADDRESSES:** Direct all written comments to Diana Hynek, Departmental Paperwork Clearance Officer, Department of Commerce, Room 6625, 14th and Constitution Avenue, NW, Washington, DC 20230 (or via the Internet at [dHynek@doc.gov](mailto:dHynek@doc.gov)).

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the information collection instrument and instructions should be directed to Leslie McDonald, 301-713-3338, ext. 155, or [Leslie.McDonald@noaa.gov](mailto:Leslie.McDonald@noaa.gov).

### SUPPLEMENTARY INFORMATION:

#### I. Abstract

The National Oceanic and Atmospheric Administration's Coastal Ocean Program (COP) provides direct financial assistance through grants and cooperative agreements for research supporting the management of coastal ecosystems. In addition to standard government application requirements, applicants for financial assistance are required to submit a summary proposal budget form and a project summary form. Applicants are also requested to submit 20 copies of applications to expedite the review process. Recipients are required to file annual progress reports and a project final report using COP formats. All of these requirements are needed for better evaluation of proposals and monitoring of awards.

#### II. Method of Collection

Paper forms and documents are submitted to the COP. The option of

electronic submission is being explored. NOAA COP will participate in the government-wide E-Grants electronic application process once it has been completed. NOAA COP is also participating in the NOAA-wide Grants Online effort, which will allow COP staff the ability to accept electronic proposals, conduct the peer-review process electronically, and process awards for recipients. However, both of these electronic options are not yet available. It is anticipated that the E-grants electronic option to receive proposals will be made available throughout NOAA in late 2004.

### III. Data

*OMB Number:* 0648-0384.

*Form Number:* None.

*Type of Review:* Regular submission.

*Affected Public:* Not-for-profit institutions (universities, colleges, junior colleges, technical schools, laboratories); State, Local, or Tribal Government.

*Estimated Number of Respondents:* 300.

*Estimated Time Per Response:* 30 minutes for a budget form; 30 minutes for a project summary; 5 hours for an annual report; 10 hours for a final report; and 10 minutes to provide the extra copies required.

*Estimated Total Annual Burden Hours:* 1,100.

*Estimated Total Annual Cost to Public:* \$0.

### IV. Request for Comments

Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden (including hours and cost) of the proposed collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval of this information collection; they also will become a matter of public record.

Dated: April 14, 2003.

**Gwellnar Banks,**

*Management Analyst, Office of the Chief Information Officer.*

[FR Doc. 03-9788 Filed 4-18-03; 8:45 am]

BILLING CODE 3510-JS-S